

**OPERATIONS PROCEDURES CHECKLIST**

**Before departing Lab**

**Operational Preparation**

- 1). File Float plan (post in dive locker)
- 2). Check List
  - a). Vessel Log, Permits, and gas card
  - b). First Aid Kit
  - c.) Life preservers
  - d.) Fire Extinguisher
  - e.) Whistle or horn.
  - f.) Drinking water and coolers with ice
  - g.) Tools and spare parts
  - h.) Nautical Charts
  - i). Weather Reports (weather radio, Internet)
  - j.) Distress flares
  - k). Cell phone
  - l). Boat box, Sampling gear
  - Dive operations only
  - m) Dive flags and buoys
  - n) Dive gear (paper, APT's, pencils, clipboards)
  - o) Diver First Aid kit and Oxygen kit

**Boat Preparation**

- 1). Lower antennas
- 2). Lower Bimini top
- 3). Attach safety chains to truck
- 4). Hook up taillights
- 5). Tighten tie-down straps
- 6). Raise motor
- 7) Check tire pressure (truck and trailer)
- 8). Grease trailer hubs
- 9). Check fluids in vessel (steering, gas and oil) and truck
- 10). Check batteries
- 11) Make sure all gear is stowed correctly

**Before Leaving Marina**

- 1). Start engine and check gauges
- 2). Check electronics (radio, cell phone, GPS, depth finder, etc.)
- 3). Check bilge pumps
- 4). Check fluids (steering, gas, and oil)

**While Underway**

- 1). DC voltage should read 14.2 VDC
- 2). Temperature gauge should be below 185°F
- 3). Oil gauge should read between 40-60 psi

**Before Returning to Lab and Wash Down**

- 1). Turn off all electronics
- 2). Battery switch to OFF
- 3). Refill fuel tanks
- 4). Stow safety gear
- 5). Antennas and Bimini top down
- 6). Tie down straps tight
- 7). Motor in UP position
- 8). Fill out boat logs
- 9) Wash down boat and motor rinsed
- 10) Vessel in condition for next trip

